**Meeting Minutes**

**Details**

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| Location | Remote via Discord |
| Date | 20/03/2020 |
| Time | 09:00 |
| Attendees | Chris E, Matt W, Chris S |

**Agenda Items**

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| Item Number | Item |
| 1 | Review actions (all prev meeting minutes are on action log) |
| 2 | Review Gnatt chart |
| 3 | Discuss ongoing external commitment (that might impact this project) |
| 4 | Review risk analysis |
| 5 | Review COC |
| 6 | Run through baseline |
| 7 | Discuss baseline review (and actions needed for this) |
| 8 | Discuss ideation |
| 9 | AOB |
| 10 | Round the table review of work or concerns |
| 11 | Set any items for next meeting and agree meeting time |
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**Minutes/Discussions**

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| Item number | Summary of minutes/actions going forward | Owner |
| 1 | reviewed – closed and extended relevant actions |  |
| 2 | reviewed |  |
| 3 | Discussed later than 9am would be better but generally communicate and keep flexible |  |
| 4 | Reviewed Risk analysis as a team All to submit any amendments by 22nd at which point it will be signed off (see A11 on action log) | Chris E |
| 5 | Reviewed COC as a team All to submit any amendments by 22nd at which point it will be signed off, action for Chris E to update meeting place as now meetings will be remote, see action A10 | Chris E |
| 6 | Chris E ran through and described base line. |  |
| 7 | Meeting Via discord 09:30 Monday 23rd march to run through requirements Chris E to set up a doc to capture requirements and run meeting , all to attend and discuss requirements based on the baseline run through today. See action A12 |  |
| 8 | Discussion was had (mainly between Chris E and Chris S) regarding what the ideation should look like from a final output point of view (not in scope for this meeting) |  |
| 9 | General discussion regarding project no actions and not in scope for this meeting, reminder of meeting with Mathew Higgs on Tuesday at 12pm (remotely via blackboard |  |
| 10 | No concerns all attendees ran through tasks and work to do |  |
| 11 | Agreed next meeting @ 10am Friday 27th remotely via discord discussed items for next meeting (see below) |  |

**Items for next meeting**

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| Review meeting with Mathew Higgs |
| Review requirements meeting |
| Review of work this week |
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Other notes (if applicable)

Next meeting remotely via discord 10am Friday 27th March